

Comstock Community Learning Center  
1046 River Street  
Kalamazoo, MI 49048 269-345-7243

January 14, 2016

### **Maintenance Worker**

This opportunity for someone who wants to support a non-profit organization who is providing a safe and environmentally friendly environment for the recreation and education of children, employees and adults registered in our programs.

Responsibilities will include

- Maintains clean facility (floors, rugs, tables, chairs, and any other aspect)
- Responsible for recycling and garbage contracts
- Performs minor maintenance activities: basic plumbing, electrical, painting etc.
- Maintains clear access to building to include but not limited to leaf, snow and debris removal.
- Evaluates pricing of cleaning and maintenance supplies
- Evaluates and makes recommendations for service contracts on major equipment
- Equipment assembly
- Identifies short and long term building/facility needs and planning
- Maintains equipment/building inventory
- Oversees vehicle maintenance
- Insures regulatory compliance with MIOSHA, Fire, Health and Child Care agencies
- Insures building is prepared and set up for special events and activities
- Assists with special events and fund raisers
- General housekeeping of office and work areas
- Any other related duties as assigned

Position is a full-time with no more than 30 hours per week (with season adjustments), Monday through Friday. You must be able to pass a criminal history check and obtain a Department of Human Services clearance. If interested in this opportunity, please submit your cover letter and resume to Human Resources by emailing [hr@comstockcc.com](mailto:hr@comstockcc.com), faxing it to 269-492-0909 or you may submit it in person at the Community Learning Center. Rate Range: \$10-\$12 per hour based on education, training and experience.